



AFFORDABLE HOUSING PROGRAM INCOME AND RENT CERTIFICATION FORM

AFFORDABLE UNIT ADDRESS: _____

NAME OF OWNER: _____

Is owner living on site? ☐ Yes ☐ No

OWNER CONTACT: (e-mail) _____

(Phone #) _____

RENTAL RATE: \$ _____ per month

UNIT SIZE: ☐ studio **OR** # _____ Br _____ BaCheck all tenant-paid utilities: ☐ Gas/Electric ☐ Water ☐ Sewer ☐ Trash

HOUSEHOLD COMPOSITION			
	Full Name	Relationship	Date of Birth
1			
2			
3			
4			
5			

Same tenant as previous year? ☐ Yes ☐ No

HOUSEHOLD GROSS INCOME: \$ _____ per _____ (weekly, bi-weekly, monthly, annually). Household income includes the combined gross income of each adult (over 18 years) member of the household.

SOURCE DOCUMENTATION

☐ Tax Return☐ Social Security/Supplementary Income☐ Pay Stubs (3 months)☐ Unemployment or Public Assistance☐ other: _____

GROSS ANNUAL INCOME				
Name	Employment or Wages	Soc. Security/Pensions	Public Assistance	Other Income
TOTALS	\$	\$	\$	\$
Add totals from above:				\$

INCOME FROM ASSETS			
Name	Type of Asset (Checking, Savings, 401k, etc...)	Cash Value of Asset	Annual Income from Asset (Interest or Dividends)
TOTALS:		\$	\$
If Total Cash Value of Asset Exceeds \$5,000, Multiply Total by HUD Passbook Rate to Calculate Imputed Income		Passbook Rate X Currently 2.00%	= Imputed Income
			\$
TOTAL INCOME FROM ASSETS			\$
(Add the greater of Actual Income or Imputed Income from Asset to the total income)			
Total Annual Household Income from all Sources			\$



CERTIFICATION

OWNER CERTIFICATION

I/We have read the information submitted above, and certify that the information is accurate and complete to my/our knowledge. I/We acknowledge and understand that a material misstatement fraudulently made in this affidavit or in any other statement made by me/us in connection with the affordability restriction recorded against this property will constitute a federal violation punishable by fine and abatement of use of subject property, which will be in addition to any criminal penalty imposed by law.

Signature

Date

TENANT CERTIFICATION

I, _____ (name) certify that I currently reside at _____ (address), and that my household's annual gross income is \$ _____ and my monthly rental payment is \$ _____. I/We have read the information submitted above, and certify that the information is accurate and complete to my/our knowledge. I/We acknowledge and understand that a material misstatement fraudulently made in this affidavit or in any other statement made by me/us in connection with the affordability restriction recorded against this property will constitute a federal violation punishable by fine and abatement of use of subject property, which will be in addition to any criminal penalty imposed by law.

Signature

Date

2017 INCOME AND RENTAL LIMITS

The maximum allowable income and rental rates are based on the Area Median Income (AMI) levels for the County of San Diego, established by the Department of Housing and Urban Development (HUD). These levels are effective April 14, 2017, and are adjusted annually.

For 2017, the household income limits are:

Household Size	Maximum Gross Annual Household Income		
	30% AMI (Extremely Low Income)	50% AMI (Very Low Income)	80% AMI (Low Income)
1	\$19,100	\$31,850	\$50,950
2	\$21,800	\$36,400	\$58,200
3	\$24,550	\$40,950	\$65,500
4	\$27,250	\$45,450	\$72,750
5	\$29,450	\$49,100	\$78,600
6	\$32,960	\$52,750	\$84,400
7	\$37,140	\$56,400	\$90,250
8	\$41,320	\$60,000	\$96,050

For 2017, the maximum rental limits are:

Unit Size	Maximum Rent*		
	30% AMI (Extremely Low Income)	50% AMI (Very Low Income)	80% AMI (Low Income)
Studio	\$478	\$796	\$1,274
1-Bd	\$545	\$910	\$1,455
2-Bd	\$614	\$1,024	\$1,638
3-Bd	\$681	\$1,136	\$1,819
4-Bd	\$736	\$1,228	\$1,965
5-Bd	\$824	\$1,319	\$2,110
6-Bd	\$929	\$1,410	\$2,256

**Allowance for tenant-paid utilities must be deducted from rent. See the most recent Utility Allowance Schedule published by the Encinitas Housing Authority.*

PLEASE RETURN COMPLETED FORM TO:

City of Encinitas
Planning & Building Department – Attn: Housing Division
505 S. Vulcan Ave., Encinitas, CA 92024